

**U.S. Department of Commerce**  
**Provided By The Client (PBC) Control Sheet**  
**NOAA/BIS Segment Team**

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		<i>Facilities Management (Personal Property)</i>					
1)		<p>Detail listing of <u>all personal property</u> from Sunflower by category (both hard and electronic form), which supports the property, plant, and equipment balance at</p> <p>a. March 15, 2005  b. June 15, 2005  c. September 15, 2005  d. September 30, 2005</p> <p>The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.</p>	Interim 2 Final	<p>a. 4/19/05  b. 7/11/05  c. 9/19/05  d. 10/7/05</p>	<p>a. 4/26/05  b. 7/11/05  c.  d.</p>	Mike Stokes	NOAA
2)		<p>Detail listing of <u>personal property activity</u> (addition, deletion, and adjustments) from Sunflower by category (both hard and electronic form) for the following periods:</p> <p>a. October 1, 2004 –March 15,2005  b. March 15, 2005 -June 15, 2005  c. June 16, 2005 – September 15, 2005  d. September 16, 2005 - September 30, 2005</p>	Interim 2 Final	<p>a. 4/19/05  b. 7/11/05  c. 9/19/05  d. 10/7/05</p>	<p>a. 4/26/05  b. 7/11/05</p>	Mike Stokes	NOAA

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		The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.					
3)		A list of any significant additions and deletions for the period June 15 – September 15, 2005; A manually-prepared summary rollforward of all personal property categories for acquisition costs and accumulated depreciation for the period June 16 – September 15. See the description of rollforward information below.	Interim 2	9/19/05		Mike Stokes	NOAA
4)		For <u>personal property acquisition costs</u> , a summary rollforward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Software Weather, Capital Leases-Weather, Other, Software-Non-weather, and Capital Leases-Non- weather ) for the following periods:  a. October 1, 2004 – March 15, 2005 b. March 16, 2005 – June 15, 2005 c. June 16, 2005 – September 15, 2005 d. September 16, 2005- September 30, 2005  The rollforward should reflect the following	Interim 2 Final	a. 4/19/05 b. 7/11/05 c. 9/19/05 d. 10/7/05	a.4/18/05 b.7/11/05	Mike Stokes	NOAA

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		<p>columns: beginning balances, additions, deletions/retirements, adjustments, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's audited ending balance.</li> <li>Ending balance should agree to the general ledger</li> <li>Ending balance should agree to the Sunflower detail report for the end of the period.</li> <li>Activity balances should agree to the Sunflower detail activity reports for the period.</li> <li>Supporting documentation should be provided for all adjustments to beginning balances.</li> </ul>					
5)	*	<p>Copies of the monthly reconciliations performed between Finance Office and the Personal Property Office, with accompanying support for reconciling items, for the following months:</p> <ul style="list-style-type: none"> <li>a. October 2004 through March 2005</li> <li>b. April through June 2005</li> <li>c. July through August 2005</li> <li>d. September 2005</li> </ul>	<p>Interim 1</p> <p>Interim 2</p> <p>Final</p>	<ul style="list-style-type: none"> <li>a. 4/18/05</li> <li>b. 7/19/05</li> <li>c. 9/19/05</li> <li>d. 10/7/05</li> </ul>	<p>4/18/2005</p> <p>7/11/2005</p>	Chuck Kilgore	NOAA
6)		Reconciliation of Sunflower to CAMS	Interim 2			Chuck Kilgore	NOAA

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		(general ledger) as of: a. March 15, 2005 b. June 15, 2005. c. September 15, 2005 d. September 30, 2005  The reconciliation should be in a summarized format, with the detail referenced and the supporting documentation for the material items included.	Final	a. 4/19/05 b. 7/19/05 c. 9/19/05 d. 10/7/05	a. 4/18/05 b. 7/11/05		
7)		For <u>personal property accumulated depreciation</u> , a summary roll forward of all personal property by category (e.g. Satellites, NEXRAD, AWIPS, ASOS, CRS, Satellites-Ground Systems, Ships/Launches, Aircraft, Capital Leases, Other Non-Weather Property) for the following periods:  e. October 1, 2004 – March 15, 2005 f. March 16, 2005 – June 15, 2005 g. June 16, 2005 – September 15, 2005 h. September 16, 2005 – September 30, 2005  The rollforward should reflect the following columns: beginning balances, adjustments, depreciation, depreciation on deletes, accumulated depreciation on deletes, and ending balances.	Interim 2 Final	a. 4/19/05 b. 7/11/05 c. 9/19/05 d. 10/7/05	a. 4/18/05 b. 7/11/05	Mike Stokes	NOAA

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		<p>For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's audited ending balance.</li> <li>Ending balance should agree to the general ledger</li> <li>Ending balance should agree to the Sunflower detail report for the end of the period.</li> <li>Supporting documentation should be provided for all adjustments to beginning balances.</li> </ul> <p>Activity balances should agree to the Sunflower detail activity reports for the period.</p>					
8)		<p>Listing of personal property deferred maintenance, if any, as of:</p> <p>a. June 15, 2005</p> <p>b. September 30, 2005</p>	Interim 2 Final	<p>a. 7/11/05</p> <p>b. 10/5/05</p>	a.7/11/05	Melvin Spencer	NOAA
9)		<p>Listing of suspense items/unreconciled items, and explanations for each item as of:</p> <p>a. June 15, 2005</p> <p>b. September 30, 2005</p>	Interim 2 Final	<p>a. 7/11/05</p> <p>b. 10/5/05</p>	a. 7/20/05	Mike Stokes	NOAA
10)		<p>Listing of unsupported items for personal property (items acquired FY 2002 and prior for which no support exists) as of:</p> <p>a. June 15, 2005</p>	Interim 2 Final	<p>a. 7/11/05</p>	a. 7/11/05	Mike Stokes	NOAA

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		b. September 30, 2005		b. 10/5/05	b.		
11)		Electronic and hard copy detail listing of heritage asset information as of a. June 15, 2005 b. September 30, 2005 The heritage asset listing should be the listing that is used for the RSSI.	Interim 2 Final	a. 7/11/05 b. 10/5/05	7/11/05	Joyce Bowman	NOAA
		<i>Facilities Management (Real Property)</i>					
12)		Detail listing of <u>all real property</u> from FRPM by category (both hard and electronic form), which supports the property, plant, and equipment balance at  a. June 15, 2005 b. August 15, 2005 c. September 30, 2005  The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.	Interim 2 Final	a. 7/11/05 b. 9/19/05 c. 10/7/05	7/11/2005	Donna Wilson/Gina Zieginbein	NOAA
13)		Detail listing of real property <u>activity</u> (addition, deletion, and adjustments) from FRPM by category (both hard and electronic form) for the following periods:	Interim 2 Final			Donna Wilson/Gina Zieginbein	

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		a. October 1, 2004 - June 15, 2005 b. June 16, 2005 – August 15, 2005 c. August 16, 2005 - September 30, 2005  The listing should include the property ID number, property description, acquisition date, acquisition cost, useful life, accumulated depreciation and net book value.		a. 7/11/05 b. 9/19/05 c. 10/7/05	7/11/2005		NOAA
14)		<u>Real property</u> depreciation spreadsheets for the following periods: a. October 1, 2004 - June 15, 2005 b. June 16, 2005 – August 15, 2005 c. August 16, 2005 - September 30, 2005	Interim 2 Final	a. 7/11/05 b. 9/20/05 c. 10/7/05	7/11/2005	Donna Wilson/Gina Zieginbein	NOAA
15)		For <u>real property</u> acquisition costs, a summary roll forward of all real property by category (land, buildings, structures, leasehold improvements and capital leases) for the following periods:  a. October 1, 2004 – March 31, 2005 b. April 1, 2005 - June 15, 2005 c. June 16, 2005 – August 15, 2005 d. August 16, 2005 - September 30, 2005  The rollforward should reflect the following columns: beginning balances, additions,	Interim 1 Interim 2 Final	a. 4/19/05 b. 7/11/05 c. 9/20/05 d. d. 10/7/05	4/18/05 7/11/2005	Donna Wilson/Gina Zieginbein	NOAA

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		<p>deletions/retirements, adjustments, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's ending balance.</li> <li>Ending balance should agree to the general ledger</li> <li>Ending balance should agree to the RSMIS/FRPM detail report for the end of the period.</li> <li>Activity balances should agree to the RSMIS/FRPM detail activity reports for the period.</li> <li>Supporting documentation should also be provided for all adjustments to beginning balances.</li> </ul>					
16)		<p>For <u>real property accumulated depreciation</u>, a summary roll forward of all real property by category (e.g. land, building, structures, leasehold improvements and capital leases) for the following periods:</p> <p>a. October 1, 2004 – March 31, 2005</p> <p>b. April 1 - June 15, 2005</p> <p>c. June 16, 2005 – August 15, 2005</p> <p>d. August 16, 2005 - September 30, 2005</p> <p>The rollforward should reflect the following</p>	<p>Interim 1</p> <p>Interim 2</p> <p>Final</p>	<p>a. 4/19/05</p> <p>b. 7/11/05</p> <p>c. 9/20/05</p> <p>d. d. 10/7/05</p>	<p>4/18/05</p> <p>7/11/2005</p>	<p>Donna Wilson/Gina Zieginbein</p>	NOAA



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		<p>columns: beginning balances, adjustments, depreciation, depreciation on deletes, accumulated depreciation on deletes, and ending balances.</p> <p>For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's ending balance.</li> <li>Ending balance should agree to the general ledger</li> <li>Ending balance should agree to the FRPM detail report for the end of the period.</li> <li>Supporting documentation should also be provided for all adjustments to beginning balances.</li> </ul> <p>Activity balances should agree to the FRPM detail activity reports for the period.</p>					
17)	*	<p>Copies of the quarterly reconciliations (including August) performed between Finance Office and Real Property personnel, with accompanying support for reconciling items, for the following periods:</p> <ol style="list-style-type: none"> <li>October 2004 through March 2005</li> <li>April through June 2005</li> <li>July through August 2005</li> <li>September 2005</li> </ol>	<p>Interim 1</p> <p>Interim 2</p> <p>Final</p>	<ol style="list-style-type: none"> <li>4/19/05</li> <li>7/19/05</li> <li>9/19/05</li> <li>10/7/05</li> </ol>	<p>4/18/2005</p> <p>7/20/2005</p>	Chuck Kilgore	NOAA
18)		Reconciliation of FRPM to CAMS (general	Interim 2			Chuck Kilgore	NOAA

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		ledger) as of: a. June 15, 2005. b. August 15, 2005 c. September 30, 2005	Final	a. 7/19/05 b. 9/19/05 c. 10/7/05	7/20/2005		
19)		Detail listing of deferred maintenance for <u>real property</u> as of: a. June 30, 2005 b. September 30, 2005	Interim 2 Final	a. 7/11/05 b. 10/7/05	7/11/2005	Gene Rodgers	NOAA
20)		Listing of FY 2005 purchases of land for labs, experiment stations or substations in the state of Hawaii.	Interim 2	7/11/05	7/11/2005	Gina Ziegenbien	NOAA
		<i>Facilities Management (CWIP)</i>					
21)		NOAA CWIP Project List (which lists the task manager, line office, contact information, and project codes for each CWIP project) as of a. June 30, 2005 b. September 30, 2005	Interim 2 Final	a. 7/11/05 b. 10/7/05	7/11/05	Daniel Bess	NOAA
22)		<u>Hard copy</u> of the CA500D CWIP S Report with the following criteria:  Bureau Code: 14 – NOAA Accounting Fiscal Year: ALL Fund Code: ALL					

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		Budget Activity: ALL Sub Activity: ALL Line Item: ALL Bureau Unique: ALL Project Code: ALL Org1 Code: ALL Ongoing/Complete: ALL  For the following GL End Date: a. June 30, 2005 b. September 30, 2005	Interim 2 Final	a. 7/19/05 b. 10/7/05	7/20/2005	Nick Bayer	NOAA
23)		<u>Electronic copy</u> of the query from DW of CWIP totals by project code. The file should be <u>by project codes total</u> . The project code totals and the overall total should agree to the hard copy of the CA500D CWIP Report.  For the following GL End Date: a. June 30, 2005 b. September 30, 2005	Interim 2 Final	a. 7/19/05 b. 10/7/05	7/20/2005	Nick Bayer	NOAA
24)		Balance of CWIP at June 30, and a roll forward from June 30 to September 30, 2005.	Interim 2 Final	7/19/05 10/7/05	7/20/2005	Nick Bayer	NOAA
25)		Listing of CWIP projects that were completed in FY 2005 which include the project name, project codes, dollar amounts, date of completion and property ID number for the					

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		following periods: a. October 1, 2004 - June 30, 2005 b. July 1, 2005 - September 30, 2005	Interim 2 Final	a. 7/19/05 b. 10/7/05	7/20/2005	Nick Bayer	NOAA
		<i>Facilities Management (Satellites)</i>					
26)		CWIP Reconciliation for GOES I-M, GOES N Series, POLAR, METOP and NPOES for the period ending a. June 30, 2005 b. September 30, 2005	Interim 2 Final	a. 7/11/05 b. 10/7/05	7/19/2005	John Phillips	NOAA
27)		The most recent President's Budget Submission for Geostationary System and Polar Orbiting System.	Interim 2	7/11/05	7/18/2005	John Phillips	NOAA
28)		Listing of capitalizable satellites ground system projects as of a. June 30, 2005 b. September 30, 2005	Interim 2	a. 7/11/05 b. 10/7/05	7/11/2005	John Phillips/Linda Williams	NOAA
29)		Status of all GOES and POLAR Satellites signed by program managers as of: a. 6/30/2005 b. 9/30/2005	Interim 2 Final	a. 7/11/05 b. 10/7/05	7/19/2005	John Phillips	NOAA
30)		Documentation for the GOES I-M, GOES N Series, POLAR and Metop: <ul style="list-style-type: none"><li>Estimated cost of Satellite worksheet</li><li>Percentage of completion letter from</li></ul>			<b>Estimated cost of satellite worksheet</b>		

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		<p>NASA</p> <ul style="list-style-type: none"> <li>• Listing of FY 2005 Accrued cost for all project codes</li> <li>• Listing of FY 2005 Obligation for all project codes</li> <li>• Listing of labor cost for FY 2005</li> <li>• Listing of overhead cost for FY 2005</li> <li>• Listing of cost adjustment for FY 2005</li> <li>• Query of FY 2005 cost (to be discussed)</li> <li>• SOCC Costs spreadsheets for satellites capitalized</li> <li>• Report of property constructed and handover letter from NASA for satellites capitalized in FY05.</li> <li>• NASA POP Cost Plan by Fiscal Year for NOAA Metop</li> </ul> <p>For the periods:  a. October 1, 2004 – June 30, 2005  b. July 1, 2005 – September 30, 2005</p> <p>Note: All listing should agree to the CA500D CWIP Report</p>	Interim 2 Final	a. 7/11/05 b. 10/7/05	7/11/2005	<p><b>is missing for all cases.</b></p> <p><b>Percentage of completion letter was received only for POES (N and N')</b></p> <p>John Phillips/Maggie Ekard</p>	NOAA
31)		<p>Documentation for NPOES:</p> <ul style="list-style-type: none"> <li>• NPOES summary of cost and obligation</li> </ul>					

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		<ul style="list-style-type: none"> <li>FY 2005 obligations summary and obligation detail for object class 2500.</li> <li>Summary of Cost adjustments</li> <li>FY2005 cost (FCFY 05)</li> <li>FY2004 cost (FCFY 04)</li> <li>Query of FY 2005 cost (to be discussed)</li> </ul> <p>For the periods:</p> <p>a. October 1, 2004 – June 30, 2005</p> <p>b. July 1, 2005 – September 30, 2005</p>	Interim 2 Final	a. 7/11/05 b. 10/7/05	7/11/2005	John Phillips/ Carol Breger	NOAA
		<i>Facilities Management (Inventory)</i>					
32)		Name of contact person, phone number, and location for the physical inventories planned for NRC and NLSC as of June 15, 2005.	Interim 2	06/01/2005	6/1/2005	Chuck Kilgore	NOAA
33)		Detail listings of all inventories as of June 15 and September 30, 2005 for:  a. NRC b. NLSC	Interim 2	For both NRC and NLSC:  a. 06/17/2005 b. 10/3/2005	7/14/2005 7/18/2005	Eric Parr/ Tim Batliner	NOAA
34)		Rollforward of inventory balances from June 15 to September 30, 2005 for  a. NRC b. NLSC	Final	a. 10/06/2005 b. 10/06/2005		Eric Parr/ Tim Batliner	NOAA
35)		Annual inventory valuation schedule					

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		including a reconciliation from the detail listing obtained from the field as of June 15 to the balances reported in the statements for:  a) NLSC operating materials and supplies b) NRC operating materials and supplies This schedule should also include supporting documentation for the computation of inventory obsolescence reserve at June 15, 2005, and should include supporting documentation for all reconciling items.	Interim 2	a. 07/11/2005 b. 07/11/2005	7/18/2005 7/14/2005	Eric Parr/ Tim Batliner	NOAA
36)		Annual inventory valuation schedule including a reconciliation from the detail listing obtained from the field as of September 30, 2005, to the balances reported in the statements for:  a) NLSC operating materials and supplies b) NRC operating materials and supplies This schedule should also include supporting documentation for the computation of inventory obsolescence reserve at September 30, 2005, and should include supporting documentation for all reconciling items.	Final	a. 10/06/2005 b. 10/06/2005		Eric Parr/ Tim Batliner	NOAA
37)		Documentation supporting the price valuation for all inventory sample items selected (TBD).	Interim 2	5 business days after notification of sample items		Eric Parr	NOAA
38)		Updated inventory count procedures and other	Interim 2			Eric Parr/ Tim	NOAA

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		controls in place at both NRC and NLSC.		6/30/2005	7/14/2005	Batliner	
		<i>Facilities Management (Capital Leases)</i>					
39)		A report of future minimum lease payments for capital leases as of: a. June 15, 2005 b. September 30, 2005	Interim 2 Final	a. 7/11/05 b. 10/7/05	7/12/2005	Gina Ziegenbein	NOAA
40)		Detail listing of leases where NOAA is the lessor as of: a. June 15, 2005 b. September 30, 2005	Interim 2 Final	a. 7/19/05 b. 10/7/05	7/12/2005	Chuck Kilgore	NOAA
41)		Any spreadsheets for GSA rent projections for real property leases, and supporting documentation for baseline rent and escalation factor for:  a. June 30, 2005 b. September 30, 2005	Interim 2 Final	a. 7/11/05 b. 10/7/05	7/12/2005	Gina Ziegenbein	NOAA
42)		Detail listing of personal property capital leases as of:  a. June 15, 2005 b. September 30, 2005	Interim 2 Final	a. 7/11/05 b. 10/7/05	7/11/05	Mike Stokes	NOAA



Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		Also, supporting documentation for all FY2005 leases selected for detail testwork (TBD) and explanations for all changes to leases audited in prior years including type of property, terms, support for lease classification, future minimum lease payments schedule for fiscal year 2006 through fiscal year 2010, and the sum of the future minimum payments for fiscal year 2011 and thereafter, and access to lease agreements.					
43)		<p>Detail listing of real property capital leases as of:</p> <p>a. June 30, 2005</p> <p>b. September 30, 2005</p> <p>Also, supporting documentation for all FY2005 leases selected for detail testwork (TBD) and explanations for all changes to leases audited in prior years including type of property, terms, support for lease classification, future minimum lease payments schedule for fiscal year 2006 through fiscal year 2010, and the sum of the future minimum payments for fiscal year 2011 and thereafter, and access to lease</p>	Interim 2 Final	<p>a. 7/11/05</p> <p>b. 10/7/05</p>	7/12/2005	Gina Ziegenbein	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		agreements.					
44)		<p>Detail listing of additions, retirements, and ending balances to personal property leases for the following periods:</p> <p>a. October 1, 2004 – June 15, 2005 b. June 16, 2005 – September 30, 2005</p> <p>The rollforward should reflect the following columns: beginning balances, additions, deletions/retirements, adjustments, and ending balances. For all rollforwards:</p> <ul style="list-style-type: none"> <li>Beginning balance should agree to the prior period's audited ending balance.</li> <li>Ending balance should agree to the respective general ledger</li> <li>Activity balances should agree to the Sunflower detail activity reports for the period.</li> <li>Supporting documentation should be provided for all adjustments to beginning balances.</li> </ul>	Interim 2 Final	<p>a. 7/11/05 b. 10/7/05</p>	7/11/05	Mike Stokes	NOAA
45)		<p>Detail listing of additions, retirements, and ending balances to real property leases for fiscal year 2005.</p> <p>a. October 1, 2004 – June 30, 2005</p>	Interim 2	a. 7/11/05	7/12/2005	Gina	NOAA

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		b. July 1, 2005 – September 30, 2005	Final	b. 10/7/05		Ziegenbein	
		<i>Resource Management</i>					
46)		Appropriation fund code listing for FY05	Interim 1	4/18/2005	4/20/2005	Danny O’Berry	NOAA /BIS
47)	*	Listing of total budget authority and transfers associated with NOAA and BIS for each Treasury symbol under NOAA's responsibility as of March 31, 2005 (Line 1 from March SF-133)	Interim 1	4/15/2005	4/20/2005	Danny O’Berry	NOAA /BIS
48)		Appropriation Act indicating the budget authority approved by Congress and the President for the sampled appropriations (TBD).	Interim 1	4/18/2005	4/18/2005	James LeDuc	NOAA
49)		FY 2005 Financial operating plan.	Interim 1	4/18/2005	4/18/2005	James LeDuc	NOAA
50)		SF–133s for the sampled appropriation codes (TBD) and supporting documentation (i.e. Appropriation Warrants Report, SF-1151, Journal entries, etc.) for 2 <sup>nd</sup> , 3 <sup>rd</sup> , and 4 <sup>th</sup> quarter of 2005.  Please provide drafts as available.  "Please provide the final version of the SF-133 as well as the signed-off draft FACTS II version."	Interim 1 Interim 2 Final	2 <sup>nd</sup> Qtr – 4/29/2005  3 <sup>rd</sup> Qtr- 7/29/2005  4 <sup>th</sup> Qtr- 10/29/2005	2 <sup>nd</sup> Qtr – 4/21/2005 5/9/2005 (finals) 3 <sup>rd</sup> Qtr –  4 <sup>th</sup> Qtr -	Danny O’Berry	NOAA

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51)		Copies of Adjusted Excel General Ledger Trial Balance for every fund code for each sampled Appropriation in #50 above (up to SF-133 column)	Interim 1 Interim 2 Final	2 <sup>nd</sup> Qtr – 4/27/2005  3 <sup>rd</sup> Qtr- 7/18/2005  4 <sup>th</sup> Qtr- 10/07/2005	2 <sup>nd</sup> Qtr – 4/21/2005  3 <sup>rd</sup> Qtr –  4 <sup>th</sup> Qtr -	Chuck Kilgore	NOAA
52)		Public Law documents for FY 2005 (i.e. rescissions or other changes to the appropriation) for sampled appropriations in #50 above.	Interim 1	4/27/2005	4/18/2005 (see item 48)	James LeDuc/Zoreida Vazquez	NOAA /BIS
53)		Combined Statement of Budgetary Resources as of 9/30/05	Final	10/14/05		Chuck Kilgore	NOAA /BIS
54)		“Statement of Budgetary Resources vs. SF-133 Comparison” as of and for the Period Ending 9/30/05.	Final	10/24/2005 or as available		Chuck Kilgore	NOAA /BIS
55)		SF-132s for appropriation codes selected in #50 above for the 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> quarter	Interim 1 Interim 2 Final	2 <sup>nd</sup> Qtr – 4/27/2005  3 <sup>rd</sup> Qtr- 7/18/2005  4 <sup>th</sup> Qtr- 10/07/2005	4/21/2005  7/18/2005	Danny O’Berry	NOAA
56)		FY05 Conference Report for NOAA/BIS showing amounts appropriated for each	Interim 1	4/18/2005	4/18/2005 (see item	James LeDuc/Zoreida Vazquez	NOAA /BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		project. This should tie to the Funds Control Document requested for final in #58 below.			48)		
57)		Line office budget officers' obligation variance analysis as of 3/31/05.	Interim 1	4/18/2005 Revised: 5/1/05	5/9/2005	James LeDuc	NOAA
58)		Funds Control Document (Obligations to Appropriations Document) as of September 30, 2005, including explanation of what each column represents.	Final	10/07/2005		James LeDuc	NOAA /BIS
59)		Walkthrough the CAMS system screen-prints to document adherence to FY 05 budget.	Interim 1	4/18/2005	Access	James LeDuc	NOAA /BIS
60)		Budgetary to Proprietary Accounts Analysis for the selected appropriations in #50 above (Tie-Points).	Final	10/14/2005		Danny O'Berry	NOAA
61)		Account Classification Code Structure	Interim 1	4/18/2005	4/20/2005	Lois Coleman	NOAA
		<i>Credit Risk Management</i>					
62)		Detail listing of direct loans (from the subsidiary ledger) for the following loan programs, as of March 31, June 30, and September 30, 2005: <ul style="list-style-type: none"> <li>• Coastal Zone Management Fund (Fund P)</li> <li>• Fishing Vessel Obligation Guarantee (FVOG)</li> <li>liquidating account (Fund N)</li> <li>financing account (Fund F)</li> <li>• Fisheries Financing Account (Fund E)</li> <li>■ Pacific Groundfish Buyback (Fund E)</li> <li>■ Pollock Buyback (Fund E)</li> </ul>	Interim 1  Interim 2  Final	a. 4/18/05  b. 7/18/05  c. 10/07/05	4/19/2005  7/12/2005	Mark St. Clair	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		<ul style="list-style-type: none"> <li>■ Notes Receivable (Fund N)</li> <li>■ Any new disbursed loans</li> </ul>					
63)		E Fund (including Tuna Fleet) – Loan portfolio spreadsheets by cohort, showing fiscal year disbursements.	Final	10/07/05		Kim Klein	NOAA
64)		Detail listing of E fund loans as of <i>August 31</i> , 2005	Final	9/19/05		Mark St. Clair	NOAA
65)		Detail listing of all FY 2005 new loan guarantee defaults at June 30 and September 30, 2005.	Interim 2 Final	a. 7/11/05 b. 10/07/05	7/11/2005	Mark St. Clair	NOAA
66)		Descriptive documentation for new approved loan programs in FY 2005, if applicable.	Interim 1	4/18/05	4/18/2005 No new programs	David Moyer	NOAA
67)		Changes to the calculations supporting the “Allowance for Doubtful Loans” for Coastal Zone Management Fund (Fund P) and Summary of Loans Loss Provisions from those in prior year obtained as of September 30, 2005.	Final	10/07/05		Barbara MacNeill / Ruth Best	NOAA
68)		Fishing Vessel Obligation Guarantee (FVOG) liquidating account (FUND N) – N Fund Collectibility Estimates as of March 31, June 30, and September 30, 2005.	Interim 1 Interim 2 Final	a. 04/18/05 b. 07/19/05 c. 10/07/05	4/18/05 7/11/2005	Gail Trupo	NOAA
69)		Appraisal of Port Arthur properties as of fiscal year ended 9/30/05.	Final	10/07/05		Barbara MacNeill / Ruth Best	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
70)		E Fund – Interest Accrual Report as of 6/30/05 and 9/30/05.	Interim 2 Final	a. 07/19/05 b. 10/07/05	7/18/2005	Kim Klein	NOAA
71)		A summary report for Federal Ship Financing Fund contingent liability as of 9/30/05	Final	10/07/05		Mark St. Clair	NOAA
72)		F Fund – Gulf King Services, OGRG-007 & OGRG-008 Status Report for FY05	Final	10/07/05		David Moyer	NOAA
73)		Portfolio Review and Risk Assessment (Sensitivity Analysis) for FY05	Final	10/07/05		David Moyer	NOAA
74)		Schedule that details the average contingent liabilities for loan losses in the liquidating account since 1981, the annual defaults (demand paid), annual collections (from collateral).	Final	10/07/05		David Moyer	NOAA
75)		List of Fisheries Finance Program – Cash Inflows and Outflows calculated through September 30, 2005, used for the calculation of the default and recovery rates.	Final	10/07/05		David Moyer	NOAA
76)		Subsidy re-estimates for each cohort calculated by NMFS as of September 30, 2005.	Final	10/03/05		Kim Klein	NOAA
77)		Credit reform interest rates.	Final	10/03/05		Kim Klein	NOAA
78)		Copy of IPAC transaction printout for Treasury interest income and expense for FY 2005 for funds 13X4324 and 13X4314.	Final	10/07/05		Kim Klein /Gail Trupo	NOAA
79)		Schedule for Reconciling Subsidy Allowance,	Final	10/07/05		Kim Klein	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		separated by loan program					
80)		Subsidy expense calculation worksheet by component and support for FY05 subsidy component rates.	Final	10/07/05		Kim Klein	NOAA
81)		Query showing breakdown of subsidy allowance amortization.	Final	10/07/05		Kim Klein	NOAA
82)		Nonexpenditure Transfer Authorization forms supporting the Debt to Treasury amount for funds 13X4324 and 13X4314.	Final	10/07/05		Danny O'Berry	NOAA
83)		"Intragovernmental Fiduciary Confirmation System" (IFCS) printout supporting the Debt to Treasury balance at 9/30/05 for 13X4324 and 13X4314.	Final	10/07/05		Danny O'Berry /Kim Klein	NOAA
84)		Direct loan (E fund) and Guaranteed loan (F fund) program Treasury interest income and expense computations by cohort as of September 30, 2005 from the Consolidated Credit Tool.	Final	10/07/05		Kim Klein/ Gail Trupo	NOAA
85)		Summary sheets of FY 05 subsidy re-estimate adjustments as of September 30, 2005	Final	10/07/05		Kim Klein	NOAA
86)		A detail listing of foreclosed properties related to liquidating account and FVOG (if applicable) as of 9/30/05	Final	10/07/05		Gail Trupo	NOAA
87)		Calculation of realized gain on the sale of	Final	10/07/05		Gail Trupo	NOAA



Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		collateral for fiscal year ended 9/30/05					
88)	*	Reconciliation of the Liability for Loan Guarantees and the Subsidy Allowance for the F fund (13X4314).	Final	10/07/05		Gail Trupo	NOAA
89)	*	Calculations supporting the gain/loss on Port Arthur sales.	Final	10/07/05		Gail Trupo	NOAA
		<i>Customer Billing</i>					
90)		Balance of seized and forfeited property at June 30, and a roll forward from June 30 to September 30, 2005, and access to supporting documentation for such activity.	Interim 2 Final	a. 7/18/05 b. 10/07/05	7/20/2005	Mark St. Clair/ Michele Kuruc	NOAA /BIS
91)		Detail listing of CMP cases assessed or settled in October 2005 as of 10/25/05	Final	10/26/05		Mark St. Clair	NOAA /BIS
92)		EMIS report of only legally enforceable cases as of 9/30/05.	Final	10/07/05		Michele Kuruc	NOAA /BIS
93)		Data file and listing containing all cash receipts from: <ul style="list-style-type: none"> <li>October 1, 2004 through March 31, 2005;</li> <li>April 1, 2005 through June 30, 2005;</li> <li>July 1, 2005 through August 31, 2005; and</li> <li>September 1 through September 30, 2005 via CD-Rom, with a reconciliation to the General Ledger.</li> </ul>	Interim 1 Interim 2 Final	a. 04/11/05 b. 07/11/05 c. 09/19/05 d. 10/05/05	4/18/2005 7/11/2005	Nancy Eadie / Bob Wolin	NOAA/ BIS
94)		Detailed electronic file for unfilled customer orders without advance (acct # 4221) and unfilled customer orders with advance (acct # 4222) issued from:	Interim 1 Interim 2 Final	a. 04/11/05 b. 07/11/05 c. 09/19/05 d. 10/05/05	4/18/2005 7/11/2005	Nancy Eadie / Bob Wolin	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		<ul style="list-style-type: none"> <li>■ October 1, 2004 through March 31, 2005;</li> <li>■ April 1, 2005 through June 30, 2005;</li> <li>■ July 1, 2005 through August 31, 2005; and</li> <li>■ September 1 through September 30, 2005.</li> </ul> <p>Reconciliation of the data files listed above to the general ledger.</p>					
95)		<p>Electronic data files from <b>CAMS</b> along with reconciliation of data files to the general ledger for the detail listing of total billed <u>accounts receivable and total unbilled accounts receivable</u>:</p> <p>a. balance as of June 30, 2005  b. activity for the period of July 1 -September 30, 2005 (with a roll forward from June 30 to September 30, 2005).</p>	Interim 2 Final	a. 07/11/05 b. 10/06/05	7/11/2005	Nancy Eadie / Bob Wolin	NOAA
96)		<p>Weekly electronic data files for listing of cash receipt for the month of October 2005 from CAMS along with reconciliation to the general ledger for the following periods:</p> <p>a. October 1 – October 8, 2005  b. October 9 – October 15, 2005</p>	Final	a. 10/10/05 b. 10/17/05		Nancy Eadie / Bob Wolin	NOAA/ BIS
97)		Obtain a copy of the TROR Report on Accounts and Loans Receivable Due from the Public for each quarter in fiscal year 2005.	Final	10/20/05		Tony Furnia	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
98)		Detail listing of Civil Monetary Penalties accounts receivable balance from CAMS as of September 30, 2005, including aging analysis and support for "Allowance for Uncollectible Account Receivable" and "Bad Debt Expense" as of September 30, 2005.	Final	10/07/05		Danny O'Berry	NOAA/ BIS
99)		Documentation of any new procedures with regard to Civil Monetary Penalties implemented after 9/30/04.	Final	10/07/05		Mark St. Clair/Michele Kuruc	NOAA/ BIS
100)		A list of cases sent to the Dept. of Justice for civil penalty action, consultation for civil collection action, or civil forfeiture action as 9/30/04.	Final	10/07/05		Michele Kuruc	NOAA/ BIS
101)		Aging Analysis of accounts receivable as of June 30, 2005 and September 30, 2005, detailing amounts that are current, over 30, 60, 90, and over 90 days old.	Interim 2 Final	a. 07/18/05 b. 10/07/05	7/11/2005	Danny O'Berry	NOAA/ BIS
102)		Detailed list of Deferred Revenue (Account 2310) for the period 10/1/04-6/30/05; and 7/1/05-9/30/05	Interim 2 Final	a. 07/11/05 b. 10/07/05	7/11/2005	Nancy Eadie / Bob Wolin	NOAA/ BIS
103)		Obtain a listing of fiscal year 2005 accounts receivable write-offs for each quarter in 2005.	Final	10/07/05		Hsiying Wang	NOAA/ BIS
		<i>Grants Management</i>					
104)		A detail list of all FY 2005 grant obligations unpaid (48x1) and paid (48x2) as of March 31, June 30, and August 31, 2005.	Interim 1 Interim 2 Final	a. 04/18/05 b. 07/11/05 c. 09/19/05	4/18/2005 7/11/2005	Nancy Eadie / Bob Wolin	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
105)		A detail list of all active awards at March 31, June 30, and August 31, 2005.	Interim 1 Interim 2 Final	a. 04/18/05 b. 07/11/05 c. 09/19/05	4/18/2005 7/11/05	Patricia Rauch	NOAA
106)		A detail list of grant awards expired as of March 31, June 30, and August 31, 2005—including expiration date, start date (if possible), award number, grant recipient name, and federal dollar amount. This list should be in ascending order by expiration date, group award numbers by line office, and show total number and amount of awards. The listing at June 30 should be rolled forward from the March 31 listing, etc.	Interim 1  Interim 2 Final	a. 04/18/05  b. 07/11/05 c. 09/19/05	4/18/2005  7/11/05	Patricia Rauch	NOAA
107)		A detail listing of grants awarded that were closed in FY 05, as of June 30, and August 31, 2005. Also a roll forward of this listing from August 31 to September 30, 2005.	Interim 2  Final	a. 07/11/05 b. 09/19/05 c. 10/07/05	7/11/05	Patricia Rauch	NOAA
108)		A list of names that are authorized in signing CD-435's for grants.	Interim 1	04/18/05	4/18/2005	Patricia Rauch	NOAA
109)		Calculation as of June 30, 2005 supporting Accrued Grants (Negative Cash on Hand) using undelivered orders, including system queries supporting undelivered orders amounts.	Interim 2	07/11/05	7/19/2005	Patricia Rauch	NOAA
110)		Estimate of Grant Advances (Positive Cash on Hand) at 6/30/05 using query reports from ASAP detailing the balances reported by	Interim 2	07/11/05	7/19/2005	Patricia Rauch	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		grantees on latest submission.					
111)		A list of legal counsel attorneys who are authorized to provide legal clearance of NOAA awards.	Interim 1	04/18/05	4/14/2005	Patricia Rauch	NOAA
112)		Detail listings at June 30, 2005, (via hard copy) of: a. Advances (other than grants) b. Travel advances	Interim 2	a. 7/11/05 b. 7/11/05	7/11/2005	Nancy Eadie / Bob Wolin	NOAA
113)		A detail list of all grantees subject to A-133 compliance.	Final	10/07/05		Patricia Rauch	NOAA
		<i>Financial Management (FBWT)</i>					
114)		<i>Statement of Transactions</i> (SF 224) for NOAA's agency location code (ALC) for March, June, and September 2005.	Interim 1 Interim 2 Final	a. 04/18/05 b. 07/19/05 c. 10/07/05	4/18/2005 7/11/2005	Nancy Eadie	NOAA /BIS
115)	*	Deposit Ticket/Debit Voucher Listing for the months of March and April (Interim 1), June and July (Interim 2), September and October (Final) 2005.	Interim 1 Interim 2 Final	a. 04/18/05 and 05/18/05 b. 07/18/05 and 08/18/05 c. 10/10/05 and	4/18/2005 5/12/2005 7/11/2005	Nancy Eadie/ Ruth Ann Bond	NOAA /BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
				11/07/05			
116)		<i>Statement of Difference</i> (TFS 6652) for March, June, and September 2005, along with reconciliation of the general ledger amounts to report amounts, including supporting documentation.	Interim 1 Interim 2 Final	a. 04/18/05 b. 07/18/05 c. 10/07/05	4/18/2005 7/11/2005	Nancy Eadie	NOAA /BIS
117)		SF 2108 Year-end closing statement. Please provide a draft, if available sooner.	Final	10/28/05		Danny O'Berry	NOAA /BIS
118)		2005 Reconciliations of the General Ledger Cash Accounts to SF 224 for months of March, June, and September 2005, and supporting schedules.	Interim 1 Interim 2 Final	a. 04/28/05 b. 07/28/05 c. 10/19/05	4/28/05 7/28/2005	Nancy Eadie	NOAA /BIS
119)		Copies of FMS 6653, FMS 6654 and FMS 6655 for March, June, and September 2005.	Interim 1 Interim 2 Final	a. 04/18/05 b. 07/18/05 c. 10/17/05	4/18/2005 7/13/2005	Nancy Eadie	NOAA /BIS
120)		Listing of receipts considered undeposited receipts as of fiscal year ended 9/30/05.	Final	10/07/05		Nancy Eadie	NOAA /BIS
121)		Detail listing of the foreign currency receipts and disbursements for FY05 as of 6/30/05 and 9/30/05	Interim 2 Final	a. 07/18/05 b. 10/07/05	7/18/2005 (missing disbursements)	Nancy Eadie /Karen Green	NOAA /BIS
122)		Listing of all petty cash and imprest funds as of June 30 and September 30, 2005 including amount and location, plus the name and	Interim 2 Final	a. 07/11/05 Revised: 07/25/05	ASC's 7/27/05	Nancy Eadie	NOAA /BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		phone number of custodian. The information at the ASC's should be provided to HQ. The total should agree to the General Ledger.		b. 10/07/05			
123)		Investment and Redemption Fund Register for all funds as of June 30 and September 30, 2005. Copies of transaction confirmations from Treasury for each investment and redemption.	Interim 2 Final	a. 07/19/05 b. 10/07/05	7/18/2005	Danny O'Berry	NOAA /BIS
124)	*	Detail listing of activity in the 1010 account for suspense funds (FC 64-67) for the periods: • 10/01/04 – 6/30/05 • 7/01/05 – 9/30/05	Interim 2 Final	a. 07/11/05 b. 10/07/05	7/11/2005	Nancy Eadie	NOAA /BIS
123a)		Listing of all cash on deposit with financial institutions, if any, as of June 30 and September 30, 2005, by institution, including the type of each account, corresponding account numbers and the names of individuals having signatory authority for each account.	Interim 2 Final	a. 07/11/05 b. 10/07/05	7/11/2005	Chuck Kilgore	NOAA /BIS
		<i>Procurement</i>					
124a)		Financial Document Distribution Listing (if different from the FY 2004 listing).	Interim 2	07/11/05	7/11/2005	Lois Coleman	NOAA
125)		Data file containing all cash disbursements by	Interim 1	a. 04/11/05		Nancy Eadie /	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		object class code via CD-Rom for: <ul style="list-style-type: none"> <li>October 1, 2004 through March 31, 2005;</li> <li>April 1 through June 30, 2005;</li> <li>July 1 through August 31, 2005; and</li> <li>September 1 through September 30, 2005.</li> </ul> Reconciliation of the above to the General Ledger.	Interim 2 Interim 3 Final	b. 07/11/05 c. 09/19/05 d. 10/05/05	4/18/2005 7/11/2005	Bob Wolin	
126.		Electronic detail data files of undelivered orders from CAMS (GLD 173 Version B) along with reconciliation data files to the general ledger as of September 15, 2005.	Interim 2	09/20/05		Marti Iacono	NOAA/ BIS
127.		Data files from CAMS for undelivered orders for the period of September 15 <sup>th</sup> through September 30, 2005.	Final	10/06/05		Marti Iacono	NOAA/ BIS
128.		Electronic data files from CAMS (GLD 172 B) along with reconciliation of data files to the general ledger: <ul style="list-style-type: none"> <li>Detail listing of accounts payable as of June 30 and September 30, 2005.</li> </ul>	Interim 2 Final	a. 07/11/05 b. 10/07/05	7/11/2005	Marti Iacono	NOAA/ BIS
129.		Detail listing of disbursements by object code for the periods:	Final	a. 10/10/05		Nancy Eadie / Bob Wolin	



Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		<ul style="list-style-type: none"> <li>■ October 1- October 8, 2005;</li> <li>■ October 9 - October 15, 2005</li> </ul>		b. 10/17/05			
130.		FY 2005 payment performance data submitted to DOC, as required by OMB Circular A-125 and the <i>Prompt Payment Act</i> .	Final	10/10/05		Lois Coleman	NOAA
131.		Listing of contingent liabilities (e.g. guarantees or endorsements, incurred but unreported claims, irregularities involving management or employees, unfunded, pension costs, cases transferred to the Department of Justice, etc.) as of September 30, 2005.	Final	10/14/05		Chuck Kilgore	NOAA
132.		Detail listing of all contracts identified as having contract retainage provisions as of 6/30/05 and 9/30/05.	Interim 2 Final	a. 07/11/05 b. 10/07/05	7/12/2005	Don Kraus	NOAA
133.		For contracts: detail listing of contract retainages with total accrued cost that have been withheld as of 6/30/05 and 9/30/05.	Interim 2 Final	a. 07/11/05 b. 10/07/05	7/12/2005	Don Kraus	NOAA
134.		Detail listing of all other liabilities as of June 30, 2005 and September 30, 2005 (Rollforward).	Interim 2 Final	a. 07/19/05 b. 10/07/05	7/20/2005	Chuck Kilgore	NOAA
135.		Aging analysis for accounts payable (GLD 172 G) that indicates amounts outstanding 30, 60, 90, and over 90 days, as of June 30, 2005 and September 30, 2005.	Interim 2 Final	a. 07/19/05 b. 10/14/05	7/18/2005	Marti Iacono	NOAA /BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
136.		Aging analysis for undelivered orders that indicate amounts outstanding 30, 60, 90, and over 90 days as of September 15, 2005 and September 30, 2005, if available.	Final	a. 09/20/05 b. 10/07/05		DOC OFM	NOAA
137.		Project Code Listing for all goals (Budgeting Office) as of June 30, 2005.	Interim 2	07/11/05	7/14/2005	Daniel Bess	NOAA
138.		The FY 05 Internal Fund Cost allocation rates.	Final	10/07/05		Thomas Santymire	NOAA
139.		The FY 05 balance for deferred Credits as of 9/30/05.	Final	10/14/05		Chuck Kilgore	NOAA
140.		Disbursement report for Prompt Pay Act for the periods of 10/1/2004 - 6/30/2005 and 7/1/05 – 9/30/05. This report should show all payments made to vendors and have the following fields: 1. Vendor name 2. Invoice number (and any other information that help locating the supporting documents) 3. Invoice amount and amount paid 4. Date invoice was received 5. Date invoice was paid 6. Interest paid, if any" 7. If item was flagged as "do not pay interest penalty"	Interim 2  Final	a. 07/11/05  b. 10/07/05	7/11/05	Karen Green	NOAA/ BIS
141.		The detail schedules for Prepayments for both Intergovernmental and Governmental as of June 30, 2005 and September 30, 2005.	Interim 2  Final	a. 07/19/05  b. 10/14/05	7/28/2005	Chuck Kilgore	NOAA
		<i>Human Resources</i>					

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
142.		NFC Payroll Reports listing NOAA/BIS employees who were paid for pay periods between June 1, 2005 through August 31, 2005.	Final	09/19/05		Renita Richardson	NOAA/ BIS
143.		Listing of NOAA Corps employees via the Roster of Commissioned Officers as of January 1, 2005.	Interim 2	07/11/05	7/18/2005	Katherine Raymond	NOAA/ BIS
144.		Access to Personnel files for NOAA/BIS and NOAA Corps employees.	Interim 2 Final	a. 07/18/05 b. 10/12/05	a.	Renita Richardson / Katherine Raymond	NOAA/ BIS
145.		Reconciliation of CAMS payroll expenses to include: CAMS query of actual and estimated payroll expenses for object classes 11, 12, 13, and 14 as of September 30, 2005.	Final	10/07/05		Nancy Eadie	NOAA/ BIS
146.		Object Class Year-end Summary Report (Object class 1230-1237) for Employer Contributions to Retirement.	Final	10/07/05		Nancy Eadie	NOAA/ BIS
147.		CAMS report detailing the actual monthly payroll expense and each months FMS 6653: Undisbursed Appropriation Account Ledger for the period October 1, 2004 through September 30, 2005, as well as CAMS report detailing the actual payroll expense for October 2005.	Final	10/07/05 11/04/05 (October 2005 expense)		Nancy Eadie	NOAA/ BIS
148.		Obtain a CAMS print out, for each month, of NOAA Corps Plan & Obligation detail, which is broken down between object classes.	Final	10/07/05		Carolyn Harris	NOAA/ BIS
149.		Year-end payroll accrual computation.	Final	10/07/05		Nancy Eadie	NOAA/

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
							BIS
150.		NFC Focus Report used to support accrued annual leave for both NOAA and BIS and NOAA Corps Pay Leave Status Report, detailed by individual, as of September 30, 2005.	Final	10/07/05		Chuck Kilgore	NOAA/ BIS
151.		CAMS query for the number of employees for both NOAA and BIS at year-end.	Final	10/07/05		Nancy Eadie	NOAA/ BIS
152.		NOAA Corps Pension Actuarial Report as of 9/30/05 <i>and</i> NOAA Corps FY 2005 Pension Data File (details the social security number, birth date, hire date, sex, and monthly salary/benefit amount for each active duty personnel, retired annuitant, disabled annuitant, & surviving family), both from Hay Huggins Company, Inc.	Final (or when available)	10/07/05		Chuck Kilgore	NOAA/ BIS
153.		Health benefits actuarial report as of 9/30/05 from Hay Huggins Company, Inc for the NOAA Corps.	Final (or when available)	10/07/05		Chuck Kilgore	NOAA/ BIS
154.		2005 FECA Liability calculation for both NOAA and BIS.	Final	10/14/05		Chuck Kilgore	NOAA/ BIS
155.		Imputed Cost Calculation <ul style="list-style-type: none"> <li>■ Quarterly DOC Accounting for Pensions and Other Retirement Benefits Report</li> <li>■ NOAA/BIS prepared spreadsheets detailing the pension and ORB expense calculation (electronic copy if available)</li> </ul>	Final	10/14/05		Chuck Kilgore	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		<ul style="list-style-type: none"> <li>FY 2005 Retirement and Other Benefits Calculation of 1<sup>st</sup> and 4<sup>th</sup> Quarter Conversion Factors</li> </ul> FY 2005 Cost Factors Imputed cost factors related to FEHB for each quarter of FY 2005.					
		<i>Environmental Management</i>					
156.		List of all environmental projects at June 30 and September 30, 2005.	Interim 2 Final	a. 07/08/05 b. 10/03/05	7/8/2005	Minh Trinh	NOAA
157.		List of all environmental liabilities as of June 30 and September 30, 2005. This listing should be presented in a rollforward format.  The rollforward should reflect the following columns: beginning balances, additions, deletions, adjustments, and ending balances.  For this rollforward: a. Beginning balance should agree to the prior period's audited ending balance. b. Ending balance should agree to the respective general ledger.	Interim 2 Final	a. 07/08/05 b. 10/03/05	7/8/2005	Minh Trinh	NOAA
158.	*	Detail supporting the environmental projects and liabilities selected for testwork (TBD).	Interim 2 Final	5 days following notification of sample items	7/8/2005	Minh Trinh	NOAA

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
159.		“Environmental Liability – Estimated Environmental Costs for FY 2005” information packet.	Interim 2	07/08/05	7/8/2005	Minh Trinh	NOAA
160.		Organization chart for FY 2005	Interim 2	07/08/05	7/8/2005	Minh Trinh	NOAA
161.		FY 2005 Environmental Compliance Status Reports for all quarters.	Interim 2 Final	a. 07/08/05 b. 10/03/05	7/8/2005	Minh Trinh	NOAA
162.		Listing of all FY 2005 assessments performed by NECSAS.	Interim 2 Final	a. 07/08/05 b. 10/03/05	7/8/2005	Minh Trinh	NOAA
163.	*	Detail supporting documentation for all FY 2005 assessments selected for testwork (TBD).	Interim 2 Final	5 days following notification of sample items	7/8/2005	Minh Trinh	NOAA
164.		Updated resumes for Bernie Denno, RECOs, and other specialists computing cost estimates.	Interim 2	07/08/05	7/8/2005	Minh Trinh	NOAA
165.		Copy of or access to the ECS Council Meeting and Decisions minutes for FY 2005.	As available	As available	7/8/2005	Minh Trinh	NOAA
		<i>Miscellaneous</i>					
166.		Listing from NFC of individuals who charged time to 1TK3B% (Superfund) from October 1, 2004 through June 30, 2005 by pay period.	Interim 2	07/11/05	7/11/2005	Nancy Eadie	NOAA
167.		General ledger as of 3/31, 6/30, and 9/30/05 (CAMS GL109 T/B)	Interim 1 Interim 2 Final	a. 04/11/05 b. 07/11/05 c. 10/07/05	4/19/2005 7/11/2005	Danny O’Berry	NOAA/ BIS

Item #	New Items *	Documents to be provided	Time/Phase	Date Requested	Date Received	Contact Person	Bureau(s)
168.		Support for long-term commitments and contingencies foot notes	Final	10/14/05		Chuck Kilgore	NOAA/ BIS
169.		Supporting documentation for RSI/ RSSI	Final	10/14/05		Chuck Kilgore	NOAA/ BIS
170.		Prior year adjustments as of March 31, June 30, and September 30, 2005. This should be a print out of SGL Account 7400 with supporting documentation for each sample item (TBD).	Interim 1 Interim 2 Final	a. 04/18/05 b. 07/19/05 c. 10/12/05	4/21/2005 7/20/2005	Chuck Kilgore	NOAA/ BIS
171.		Equity Analysis as of September 30, 2005	Final	10/12/05		Chuck Kilgore	NOAA/ BIS
172.		ETB Report from Hyperion as of 3/31/05, 6/30/05, 8/31/05, and 9/30/05.	Interim 1 Interim 2 Final	a. 04/18/05 b. 07/18/05 c. 09/19/05 (August) d. 10/14/05 (September)	4/21/2005 7/18/2005	Chuck Kilgore	NOAA/ BIS
173.		Financial Statements with footnotes as of March 31, 2004 and 2005; June 30, 2004 and 2005; and September 30, 2005.  Please also provide a flux analysis (for 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> quarter) to prior year balances with explanations for variances greater than 10% and \$10 million.	Interim 1 Interim2 Final	a. 04/18/05 b. 07/18/05 c. 10/12/05	4/21/2005 7/18/2005	Chuck Kilgore	NOAA/ BIS
174.		A memo from the Director of the Finance				RJ Dominic	NOAA/

Item #	New Items *	Documents to be provided	Time/ Phase	Date Requested	Date Received	Contact Person	Bureau(s)
		Office, indicating any subsequent events as of October 29, 2005, which may have a significant effect on the organization.	Final	10/29/05			BIS